

City of Chattanooga, TN
Personnel Class Specification

Class code 0271

FLSA: Exempt

CLASSIFICATION TITLE: ASSISTANT DIRECTOR, PERSONNEL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct personnel staff in recruitment, selection and support activities for the City of Chattanooga. Duties and responsibilities include, but are not limited to: coordinating City-wide recruitment, selection and training activities; organizing and expediting work flow; conducting City-wide new employee orientation program; assisting department head as required; and performing various administrative duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Directs the activities of staff involved in recruitment and selecting activities; reviews incoming assignments and distributes to assigned staff; organizes work flow; advises staff; resolves problems; implements changes and/or adjustments as needed to meet required deadlines; maintains accuracy and completeness of work assignments; trains technical staff regarding assignments; determines overtime scheduling needs; sets technical operating goals and benchmarks; ensures compliance with all environmental safety regulations.

Coordinates recruitment and selection activities with other departments within the City; maintains communication with managers on the status of vacancies and recruitment; solicits assistance from management for recruitment sources and affirmative action contacts; resolves disputes and problems occurring during placement activities; follows-up on problem resolutions; receives directives from the Board for selection activities; determines appropriate methods of selection and referral of job applicants.

Writes personnel policies and procedures; reviews, revises and/or approves changes to existing programs, policies and procedures; instructs employees and implements changes on new methodologies; ensures employee compliance with federal, state and local legislation; accepts and evaluates recommendations for changes received

from City personnel; discusses with department head as necessary; maintains policy manual for departmental and City-wide use and referral.

Coordinates and conducts City-wide new employee orientation program; facilitates the preparation of new employee benefits folder; accounts for attendance of scheduled employees; distributes orientation packets and materials; answers questions regarding orientation video presentation; ensures all documents are complete, accurate and signed where required; updates orientation materials where required.

Assists department director as required; assumes responsibility for all department operations in his/her absence.

Establishes and schedules City-wide employee improvement training program; reviews training files; performs needs analysis for program development; lists classes to be conducted and schedules participants and classes; determines subject matter content for seminars and workshops; coordinates training plans with internal and external agencies; maintains attendance reports; reviews participant evaluations; distributes evaluations and attendance report to appropriate individuals.

Interviews and recommends applicants for employment within the division; answers questions and provides information as necessary; certifies applicants for employment to the appropriate hiring authority.

Reviews and updates job descriptions for the division as duties of the position are added and/or changed; communicates changes to management and staff to ensure direct line of communication is maintained.

Attends meetings, training seminars and workshops to keep apprised of changes in legislation and current trends within the industry; subscribes to and reads journals, manuals, reports and other documents and summarizes into written and/or oral reports; participates in professional organizations when required.

Discusses City benefits and other personnel-related issues with applicants, employees, outside consultants or other individuals; counsels applicants and employees regarding employment procedures, occupational qualifications, and test preparation; answers questions and provides information as requested.

Performs a variety of administrative work as required; prepares and delivers oral and written presentations and special reports; maintains various records and files.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration, personnel management or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes progressively responsible personnel management, affirmative action, recruitment or related experience is required; or

any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.